



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, June 28, 2013

8:00 AM

CALL TO ORDER

1. Call to order. (13-3035)

The meeting was called to order by Chair Doug Tessitor at 8:04 a.m.

PLEDGE

2. Pledge of Allegiance. (13-3036)

The Pledge of Allegiance was led by Vice Chair Paula Lantz.

ROLL CALL

3. Roll call. (13-3037)

**Roll call was taken by Mr. Garen Khachian, Staff, Board of Supervisors
Executive Office, Commission Services Division.**

Present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol
Herrera, Member Becky A. Shevlin and Member Pat Wallach

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Special Meeting of May 2013, Regular Meeting of May 24, 2013 and Special Meeting of June 14, 2013. (13-3038)

On motion of Treasurer Carol Herrera, seconded by Member Becky A. Shevlin, unanimously carried, the minutes for the Executive Board special meeting of May 2013, the regular Executive Board meeting of May 24, 2013, and the special Executive Board meeting of June 14, 2013 were approved.

DRAFT

Attachments: [SUPPORTING DOCUMENT](#)
 [SUPPORTING DOCUMENT](#)
 [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (13-3039)

Dan Mckeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operator of the Month:

- **Yolanda Urbina, Operator of the Month (June 2013); Ms. Urbina was not present at the meeting.**

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Carrie Kinsey, Operator of the Month (June 2013)**

After discussion, by common consent and there being no objection, this item was received and filed.

5.2 Presentation to Immediate Past Chair Pat Wallach (13-3040)

Doran Barnes, Executive Director, Foothill Transit, presented Pat Wallach, former Chair of the Executive Board, with a crystal bus memento. Mr. Barnes and the Executive Board thanked Ms. Wallach for providing valuable time, expertise, and leadership to the Foothill Transit Board during her tenure as Chair.

After discussion, by common consent and there being no objection, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (13-3041)

Mr. Douglas Lee addressed the Foothill Transit Executive Board.

IV. CONSENT CALENDAR

7. MAY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the May Financial Statements and Investment Summary for Fiscal Year 2013. (13-3042)

On motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. MAY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the May 2013 Performance Indicators Report. (13-3043)

On motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. 2013 LEGISLATIVE SUMMARY

Recommendation: Receive and file the June 2013 Legislative Summary. Adopt a support position on AB 1002. (13-3044)

On motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, this item was approved, and the June 2013 Legislative Summary was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. FLEET MAINTENANCE AUDIT RESULTS

Recommendation: Receive and file the results of the Fleet Maintenance Audits conducted in April 2013. (13-3045)

On motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. ELECTRIC BUS CHARGER UPGRADE

Recommendation: Receive and file the funding source update on the Electric Bus Charger Upgrade. (13-3046)

On motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

12. SILVER 2 SILVER PROGRAM UPDATE

Recommendation: Receive and file an update on the Silver 2 Silver Program.
(13-3047)

Felicia Friesema, Director of Marketing and Communication, Foothill Transit, presented this item and reported the following:

- **The Silver 2 Silver Program (Program) servicing the area between El Monte Station and Downtown (Silver Corridor) is a cooperative Program between Los Angeles Metro Silver Line and Foothill Transit Silver Streak. The Program is a one-year Program allowing Foothill Transit Passholders to board the Metro Silver Line and Metro Passholders to board the Foothill Transit Silver Streak. The Program was launched on October 14, 2012, which coincided with the opening of El Monte Metro Station. The Program will be assessed in July 2013, and a decision will be made to either to continue or discontinue the Program based on the results of ridership numbers.**
- **A drop in ridership is generally experienced during the period of October through December in comparison to the period of January through September, due to the holiday season and shorter work week period. Additionally, in October 2012, gas prices increased significantly. Despite this, the Silver Streak ridership numbers since the implementation of the Silver 2 Silver Program, increased by 16% or 137,210 customers during the months of October 2012 through May 2013. Currently Metro Pass ridership accounts for approximately 11% of the total ridership for the Foothill Transit Silver Streak. Metro is reporting a low but steady crossover of Foothill Transit Pass holders to their Silver Line. To enhance the Program, Foothill Transit employed "On site Ambassadors" at the El Monte Metro Station to assist customers.**

In response to question posed by member Becky A. Shevlin, Ms. Friesema reported that Metro pass holders board Foothill Transit buses with Metro pass and Metro is in favor of continuing the Program since Metro Silver Line is over ridership capacity.

After discussion, by common consent and there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

**13. UNIVERSITY OF LA VERNE STUDENT RIDER PILOT PROGRAM
 MEMORANDUM OF UNDERSTANDING**

Recommendation: Receive and file the Memorandum of Understanding (MOU) with University of La Verne for implementing a Student Rider Pilot Program from the Fall 2013 through Fall 2014 semesters. (13-3048)

Katie Gagnon, Special Projects Manager, Foothill Transit, presented this item and reported the following:

- **Foothill Transit currently has college subsidized student ridership programs at Rio Hondo College and Pasadena College. Student Ridership programs across the country account for 11% of public transportation users.**
- **The University of La Verne Pilot Program (Program) will be similar to the Mt SAC and includes the following:**
 - A three semester Program covering Fall 2013, Spring and Fall 2014**
 - Full and part time students and staff will be eligible for the Program having access to Foothill Transit's local and Silver Streak service and the ability to ride the system during the winter break but not the summer break**
 - Foothill Transit will not be subsidized by the college for the Pilot Program**

The total projected cost of the Program is \$97,500 and includes the fare revenue that would not be collected from students during the pilot Program, the cost of the TAP cards, and the cost of marketing materials to promote the Program.

Ms. Gagnon, introduced Stan Skipworth, Director Campus Safety and Transportation and Lisa Grater, Transportation and Parking Coordinator, University of La Verne. Mr. Skipworth thanked Foothill Transit for taking the lead and moving forward with the implementation of the Program.

Ms. Gagnon, provided the Board with an update on Mt. SAC Pilot Program and reported that Seven kiosks have been implemented in Mt. SAC which directs students to Foothill Transit website for additional information on the ridership program. The website was launched before the summer break and has been averaging 100 hits per week since implementation.

After discussion, by common consent and there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

14. CONTRACT AWARD - 12 ELECTRIC BUSES

Recommendation: Authorize the Executive Director to enter into Agreement No. 12-006 with Proterra LLC in the amount of Ten Million Eight Hundred Fifty Three Thousand Eight Hundred Eighty Dollars (\$10,853,880) for the procurement of 12 battery powered electric buses pending negotiation of final terms and conditions. Sales tax will be paid by Foothill Transit separate and apart from the Proterra agreement. (13-3049)

Roland Cordero, Director of Maintenance and Vehicle Technology, Foothill Transit, presented this item and reported the following:

- **In 2010, Foothill Transit was awarded a Transit Investment in Greenhouse Gas and Energy Reduction (TIGGER II) grant in the amount of \$10.17 million for the purchase of nine additional electric buses.**
- **As a result of streamlining manufacturing processes and part modifications, the price on the electrical bus has dropped since the first three purchases were procured. The charging station enhancements that were originally envisioned in the grant application have been determined to no longer be necessary as Foothill Transit has a maintenance agreement in place with Proterra to ensure uptime of the charging station. With the reduced price, Foothill Transit will be able to purchase more than nine buses using the TRIGGER II funds. On June 17, 2013, Foothill Transit received Federal Transit Administration (FTA) clearance to purchase up to 12 buses with the grant funds awarded.**

Judy K. Dennis, Director of Regional Sales, Proterra, stated it is wonderful to conduct business with Foothill Transit due to the trust, openness, and the enthusiasm of the organization. Ms. Dennis is looking forward to continue this great relationship.

On motion of Vice Chair Paula Lantz, seconded by Treasurer Carol Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. FISCAL YEAR 2013 MANAGEMENT CONTRACTOR INCENTIVE PAYMENT

Recommendation: Authorize an incentive payment in the amount of \$33,000 to Veolia Transportation for their efforts on behalf of Foothill Transit during Fiscal Year 2013. (13-3050)

Doran Barnes, Executive Director, Foothill Transit, presented this item and reported the following:

The management services agreement between Foothill Transit and Veolia Transportation includes the opportunity for an incentive payment. This amount maybe awarded at the sole discretion of the Executive Board in an amount up to \$100,000.

Mr. Barnes mentioned a few of the accomplishments as follows:

Bus Stop/Facilities Staff Members

- **Facility team continues to demonstrate a safe working environment; safety is a number one priority**
- **No accidents reported in the facilities in the last 565 days**
- **All services changes and bus stops adjustments have been implemented and the information distributed to the customers**

Transit Stores

- **Transit Stores have successfully transitioned Transit Store operations to the new El Monte Station location and continue to provide exceptional customer service**
- **Transit Stores served as "Ambassadors" at the El Monte Metro Station to assist customers during the implementation of the Silver 2 Silver Program**
- **Transit Stores Maintained customer hold time on calls under 45 seconds**

Mr. Barnes introduced Barrick Neill, Regional Vice President of Operations, Veolia. Mr. Neill reported that he visited the Foothill Transit Stores and congratulated Foothill Transit for the enthusiasm of the organization. He looks forward to continue working with the organization.

On motion of Member Becky A. Shevlin, seconded by Vice Chair Paula Lantz, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

16. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-3051)

Mr. Doran Barnes, Executive Director, Foothill Transit, reported the following:

- **A lighting ceremony is scheduled for Summer 2013. Governing Board members, West Covina City Council members, and Foothill Transit members are invited to the lighting ceremony at Foothill Transit Administrative office.**
- **The Transit Board Members Seminar & Board Support Employee Development Workshop is scheduled for July 20 23, 2013 at the Hyatt Regency Austin, Texas.**
- **The Foothill Transit Governing Board Meeting is tentatively scheduled for late October or November 2013.**
- **The transition of Foothill Management directly employed by Foothill Transit as a public agency is moving forward and the transition takes effect as of July 1, 2013.**

Chair Doug Tessitor inquired on a complaint received regarding the diesel bus losing power moving uphill on Kellogg Hill. Mr. Barnes reported diesel buses are being replenished by electrical buses. Mr. Barnes noted that Kellogg Hill is very steep and likelihood exists that the electrical buses will lose power too moving up the hill.

After discussion, by common consent and there being no objection, this item was received and filed.

VII. BOARD MEMBER COMMENT

17. Comments by Members of the Foothill Transit Executive Board. (13-3052)

Board Members requested additional information regarding availability of generator back-up during power failure at Foothill Transit locations and its Administrative offices.

After discussion, by common consent and there being no objection, this item was received and filed.

RECESS

The Foothill Transit Executive Board recessed to Closed Session at

9:00 a.m. following Agenda Item No. 17. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Doug Tessitor at 10:06 a.m.

The following members were present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol Herrera, Members Becky A. Shevlin and Pat Wallach.

VIII. NOTICES OF CLOSED SESSION: PUBLIC EMPLOYMENT (Government Code § 54957)

- 18. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957): Position of Employee Being Evaluated: Executive Director (13-3053)**

Darold Pieper, General Counsel, reported that no reportable action was taken.

IX. ADJOURNMENT

- 19. Adjournment for the June 28, 2013, Foothill Transit Executive Board Meeting. (13-3054)**

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:07 a.m.